



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**EXEMPT FROM THE HIRING FREEZE
OFFICE ASSISTANT (TYPING) (OA) or
OFFICE TECHNICIAN (TYPING) (OT)
\$2,003 - \$2,641 (OA) or \$2,510 - \$3,050 (OT)
HUMAN RESOURCES MANAGEMENT DIVISION
SACRAMENTO**

RESPONSIBILITIES: Under supervision of the Manager, Selections and Training, the incumbent will provide clerical/technical support to the Selections and Training Manager and other Human Resources Management Division staff. Duties include but are not limited to performing word processing and general clerical functions; answering and screening telephone calls for the Selections and Training Unit; issuing E-mail bulletins, job opportunity flyers and examination bulletins to departmental staff and other state agencies; and opening and distributing mail. The incumbent also acts as the attendance monitor for Human Resources Management Bureau and shares duties at the public counter. Duties will be commensurate with classification level.

DESIRABLE QUALIFICATIONS:

- Ability to perform highly detailed work and handle multiple priorities in a fast-paced environment.
- Expertise and knowledge of various computer applications such as Microsoft Word, Excel and Access.
- Ability to establish good working relationships and to communicate effectively with staff at all levels and with the public.

WHO MAY APPLY: Applications will be accepted from current State employees at the Office Assistant (Typing) or Office Technician (Typing) level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility, or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Christina Vaiza, Department of Insurance – Human Resources Management Bureau, 300 Capitol Mall, 13th Floor; Sacramento, CA 95814. **Please indicate “Office Assistant (Typing), #191-1379-XXX” OR Office Technician (Typing), #191-1139-003” on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: **June 1, 2004 or until filled**

NOTE: **Interested individuals, including list eligibles, must submit an application in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

pa05/19/04